



**PLANNING DEPARTMENT
STREET NAME CHANGE APPLICATION**

There is a thirty day review process for all street name change requests

Name of Applicant _____

Phone: _____ **Fax:** _____

Address: _____

Signature: _____

Date: _____

Current Street Name: _____

Proposed Street Name: _____

Location of Street: _____

Subdivision: _____ **Blocks Included:** _____

Zoning District: _____

Land Uses located on the Street _____

Reason for Name Change: _____

Submittal Requirements:

- ☐ A letter summarizing justification for the request
- ☐ Check for \$60 (non-refundable)
- ☐ Map showing location of street
- ☐ Petition with names of 75% of property owners fronting the street proposed for name change

CHANGING STREET NAMES POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this chapter is to establish uniform criteria and procedures, applicable to all persons, groups, firms, and agencies, for the permanent change of city street names.

II. APPLICATION

- A. An application (request) may be filed with the Planning Department in the form of a petition signed by:
 - 1. Not less than 75% of all owners fronting the subject city street. "Owners" of such fronting property shall be determined by the Planning Department from the then current city real property ad valorem tax roll;
 - 2. A duly authorized officer or attorney representing a governmental subdivision, agency, or department; or
 - 3. Both (A)(1) and (2) of this section.
- B. The application shall state:
 - 1. The present official city name of the street;
 - 2. The proposed new name;
 - 3. The name, address, and telephone number of one person with authority to represent binding commitments and take official action relative to such street name change on behalf of each unincorporated association, group, or entity, if any, applying;
 - 4. The name of each person, group, agency, or entity requesting the street name change;
 - 5. Each reason, from among those hereinafter listed, claimed for such street name change.
- C. The application must be accompanied by the application processing fee of \$60, established by separate ordinance, payable, unconditionally and without right of any refund, to the City, and in the form of cash, cashier's or certified check and be accompanied by payment or be paid prior to any owner notification by the Planning Department, to the City for the manufacture and installation of new street name signs, calculated in amount as hereinafter prescribed, payable in like form except as to refunds; provided, however, no department or subdivision of the City shall be required to pay such monies in such forms.

- D. The appropriate City of Sugar Land Departments shall among other things, comment and advise whether a proposed street name is of such non-English language letter forms or of such number of letters as to require a nonstandard or outsize sign to accommodate such name.

III. ADMINISTRATIVE PROCEDURE

- A. All applications shall be referred from the Planning Department to the following departments and entities for review and comment.
1. Department of Public Works;
 2. Fire Department;
 3. Fort Bend County Engineer;
 4. United States Post Office; and
 5. Any other departments or entities as determined appropriate under the circumstances by the Planning Department.
- B. The Planning Department shall be responsible for sending notification personally, by mail, by telephone, or by any one or any combination thereof, to the said abutting owners.
- C. Applications for street name changes may be considered for any one or more of the following reasons, which must be specified in each application:
1. Technical
 - a. To establish continuity of the street's name, for example, to assure one name for a public way commonly traveled as a single thoroughfare, although the center lines of segments thereof do not match, as City Council may determine;
 - b. To name spelling duplication, phonetic duplication, or misspelling;
 - c. To enhance ease of location otherwise;
 - d. To bring coherence to the street numbering system designation (east, west, north, south);
 - e. To provide necessary roadway designation ("Street," "Road," "Lane," "Circle," "Avenue," "Drive," "Boulevard," and similar designations).
 2. Recognition of a person, place, institution, group, entity, event or similar subjects.

3. Neighborhood enhancement through association of the street name with its location, area characteristics, history and the like.
- D. The new street name sign charges for the manufacturing and installation of new street name signs will be based on current City costs on a cost per sign basis. Each price will be multiplied by the number of approaches to the effected intersections that will require street sign changes. All signs are made of prismatic sheeting, high intensity or an approved equal.
- E. All applications found consistent upon review, comment and decision with a said stated reason or reasons and meeting or exceeding the other requirements hereof will be submitted, along with department and other entity comments to City Council for action without a public hearing, or for such action after a public hearing if any said fronting property owner opposes the proposed street name change. City Council may dispose of any application before it as it deems fit.

IV. POST APPROVAL PROCEDURE

- A. Applications approved by City Council shall be implemented by the Planning Department.
- B. In the event an application is denied by City Council the new street sign manufacture and installation charge shall be refunded to the applicant's duly authorized representative or representatives to be payable on unconditional endorsement only, and, if more than one named applicant, payable jointly.
- C. The Department of Public Works, upon completion of the new street name sign installation, will notify the Development Services Department in writing.
- D. The City Secretary shall provide a copy of each street name change ordinance, as recorded in the City Secretarys records, with a copy of the sketch map locating and delineating the extent of the affected city street, to all governmental subdivisions, agencies and departments, and all entities, which participated in the review and comment process, as well as the tax appraisal district, and others as may be requested by the Planning Department.